



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-46

INDEX AS: Emergency Mobilization Plan

REPLACES: G.O. 18-27

EFFECTIVE: 09-28-2018

WILEAG: 1.4.1, 1.4.2, 13.2.1, 13.2.2.1, 9.1.4

SUBJECT: Emergency Mobilization Plan

PURPOSE: The purpose of this General Order is to establish procedures for the mobilization of off-duty employees in the event of a disaster, civil disturbance, or other emergency requiring additional resources.

POLICY: It is the policy of the South Milwaukee Police Department to prepare a written plan of operation to mobilize manpower and related resources in the event of an emergency. The Chief of Police shall be responsible for planning for unusual occurrences. The supervisor working at the time of the emergency has the authority to activate a partial or complete mobilization of off-duty employees.

This order consists of the following numbered sections:

I. DISCUSSION

II. DEFINITIONS

III. PROCEDURES

IV. EFFECTIVE DATE

I. DISCUSSION

A. In the event of a disaster or other incident requiring a large number of personnel, it will be necessary to mobilize off-duty employees to augment on-duty personnel. The Communications Center personnel will contact Department personnel by telephone and order them in for duty.

- B. Additional resources, which may be referred to in the event of a disaster include General Order ADM – 42: Emergency Operations, the City of South Milwaukee Emergency Operations Manual, and the SMART Manual.

II. DEFINITIONS

- A. **Disaster:** Any natural or man-made event, civil disturbance or hostile attack, or any other hazardous occurrence of unusual or severe effect, threatening or causing extensive damage to life and/or property and requiring extraordinary measures to protect lives, meet human needs and achieve recovery. A disaster shall constitute a State of Emergency for the purposes of this plan.
- B. **Hazardous Material:** Substance or material capable of posing an unreasonable risk to health, safety, and property.
- C. **Hazardous Materials Incident:** Involving one or more hazardous materials that may be leaking, spilled, burning or having a potential release thereof that may endanger life, property and/or the environment.

III. PROCEDURE

- A. **Natural or Man-Made Disaster, Civil Disturbance, Emergency:**

In the event of a natural or man-made disaster (hazardous material incident, air crash, natural disaster, etc.), civil disturbance, or emergency, the supervisor working at the time of incident should refer to General Order ADM – 42: Emergency Operations, the City of South Milwaukee Emergency Operations Manual and SMART Manual to supplement the procedures detailed in this policy. Copies of the reference manuals are kept in the Communications Center.

- B. **Mobilization Options:**

- 1. The supervisor working at the time of the emergency has the authority to activate a partial or complete mobilization. The mobilization options include:

- a. Utilization of all on-duty personnel.
 - b. Partial mobilization of patrol personnel, usually accomplished by holding over a shift ready to be relieved and/or the early activation of an on-coming shift.
 - c. Full scale mobilization requiring (ordering in) all off-duty personnel to report for duty.
2. If the supervisor decides that a partial mobilization would be sufficient, the specific unit(s)/officer(s) to be mobilized should be identified.
- C. Notification of Employees:
1. The supervisor will notify the Commander of the Operations Division as soon as possible to inform them of the incident.
 2. The supervisor will designate the radio frequency to be used by personnel involved in the mobilization. Those officers not having a common frequency should be assigned to positions not needing immediate communications or assigned with officers having access to that frequency (SMART response).
 3. When a supervisor makes the decision to mobilize additional manpower or resources, they need to provide basic information needs to communications personnel. Communications personnel will be responsible for passing on the following information to those people that they make telephone contact with:
 - a. Nature of the emergency
 - b. Location to report
 - c. Uniform to be worn and equipment to report with
 4. Telecommunicators will be responsible for making telephone contact with the Chief of Police.

5. If telecommunicators are unable to make telephone contact with the Chief of Police, the next person within the chain of command should be contacted.
6. Telecommunicators will continue to attempt to make contact with officers not previously contacted until they have been contacted or the emergency is over.

D. Accountability:

Supervisors will be responsible for providing a list of officers that have mobilized to assist with the disaster. Supervisors shall use the Disaster Manpower Roster (Addendum A) to assign officers and necessary equipment.

E. Assembly Areas:

1.
2.
3.

F. Assignments:

1. The Chief of Police or next in the chain of command will report directly to the Command Post. They shall exercise command and control over all resources committed to the incident. They are responsible for the coordination of personnel and equipment for the incident.

2. Key Command Staff assignments:

- a. Chief of Police
- b. Administration & Services
Commander
- c. Operations Commander

3. If needed, members of the Investigations Section will provide station security, or will form a reserve pool for field assignments.
4. The Chief of Police or their designee (PIO) will establish media relations.

G. Support Units/Outside Assistance:

1. When practical, the Incident Commander/supervisor has the authority to request the assistance of specialized units including the South Shore Joint Tactical team, and/or mutual aid (SMART, FBI, Red Cross, Milwaukee County Sheriff=s SWAT Team, the South Milwaukee Fire Department, Milwaukee County Sheriff=s Bomb Unit, etc.).
2. Any support from mutual aid/specialized units shall report to the assembly area and will be given their assignments/responsibilities for the incident. These units are responsible to the Incident Commander or their designee.
3. It is the responsibility of the Incident Commander to closely coordinate all disaster operations with all support units.

H. Miscellaneous:

1. The standard police uniform, protective vest and riot helmet will be worn for all emergency mobilizations, unless specified otherwise. Any special equipment required will be issued at the time of mobilization.
2. Special equipment issued to officers will be noted on the Disaster Manpower Roster. (Addendum A)

3.



I. De-Mobilization:

The Chief of Police or Incident Commander will be responsible for determining when to de-mobilize personnel.

J. Rehearsals:

1. The Commander of the Operations Division will conduct a partial mobilization drill on an annual basis. The Chief of Police will be notified of the results of this drill.
2. The mobilization drill will be unannounced and made at random hours to accurately measure the effectiveness of the system.
3. The South Milwaukee Police Department will also participate in the SMART drills (as dictated by the SMART program).

III. EFFECTIVE DATE

The effective date of this policy is July 28, 2020.

William Jessup
Chief of Police

Addendum A: Disaster Manpower Roster

